

ARLINGTON CULTURAL COUNCIL MEETING MINUTES
Monday, November 14, 2016
Arlington Town Hall Annex, 1st Floor Conference Room, 7:30-9pm

I. ATTENDANCE (members)

Name	Status
Taylor, Lisbet	PRESENT
Timperi, Jeff	PRESENT
Marroig, Gabrielle Marois	not present
Boudreau, Jeff	PRESENT
Bühler-Probst, Brigitte	not present
Richmond, Lauren	PRESENT
Harris, David	not present
Kepka, Asia	not present
	NO QUORUM. (Quorum = $\frac{1}{2} \times 8 + 1 = 5$)
II. Guest(s)	
Harding, Kimberly	Present

III. APPROVAL OF OCTOBER MINUTES – Lisbet

The minutes could not be approved.

IV. OFFICER REPORTS

1. Chair – Lisbet

Lisbet gave an update on the grant presentations, which were successful. She reported on the presentation room double-booking, the letter she sent to the Town Clerk and its resolution. There were 7 or 8 presentations each night.

Jeff B. attended "Arts Under the Dome," that focused on advocacy for artist healthcare. He reported he also learned about the City of Boston's budget process.

Lisbet attended the NEFA Idea Swap and got ideas for potential Arlington Cultural Council grant projects. Lisbet also attended Music to Cure MS, a 2016 grantee, and reported good attendance.

Jeff B. attended Arlington Public Art's tour of East Arlington storefronts another 2016 grantee. He reported on the good turn-out. Jeff B. reminds ACC liaisons to make every effort to attend events.

2. Treasurer – Jeff T.

- Tap & Blues' project RFP is still outstanding. Liaison Jeff B. will reach out to them for a status update.
- Cyrus Dallin Museum RFP is also outstanding. Liaison Lauren offer an extension until January 8, 2017.
- Jeff T. will follow up with Brigitte on the Robbins Library RFP.
- The Arlington Center for the Arts RFP is in process.

3. **Corresponding Secretary** – Gaby/Lisbet

Gaby was not in attendance.

4. **Recording Secretary** (vacant)

5. **Publicity** (vacant) Wordpress redesign – Lauren; FaceBook – Lisbet.

[Deferred until January]

6. **Grantee Liaisons** – Lisbet/Jeff T.

Grant # Grantee Title	\$	Liaison	Event Date (s)	Event / Performance Status	Event Location	Payment Status
2016-01 Opal Ens. Of the Shimmering Winter Air	750	Lubar	Feb 19	COMPLETE.	?	Paid
2016-02 Dan Fox Arlington All-Town Brass Band	750	Timperi	Sep 16	Complete?	?	Not paid
2016-03 Belmont World Family Film Festival	750	Blum	Jan 16- 18	COMPLETE.	?	Paid
2016-04 Arl. Public Art: East Arlington Public Art Initiative	100 0	Taylor	Insta llatio ns start 9/29	“East Arlington Public Art Initiative has begun!” http://arlingtonpublicart.blogspot.com/2015/09/east-arlingtonpublic-art-initiative-has.html	Multipl e pop- up sites in easter n part of town	Futur e
2016-05 Stefanie Weber- Robin O’Herin: Tap and Blues	500	Jeff B.	(Aug 13)n ew date TBD	Per August minutes, postponed due to illness, reschedule date TBD. Jeff B. to follow up.	ACA	Future
[[2016-06 Yogi Shridhare <i>From India to Walden Pond</i>	500	n/a	n/a	[Declined]	n/a	Funds roll to 2017.

2016-07 <u>Accelerated Cure Project for Multiple Sclerosis</u> Music to Cure MS	500	Timperi	Oct 30	Lisbet attended.	PACC	Future
2016-08 Raul Nieves/Dance Caliente: Dancing Through the Decades	750	Bühler-Probst	Jul 14	COMPLETE.	?	Paid
2016-10 Robbins Library Arlington Authors' Salon	1500	Nileu Brigitte	January, April, July & October 6	4 events: COMPLETE. Jeff T. to follow up with Brigitte.	Kickstand Cafe	Future
2016-11 ACA LGBTQ Youth Arts & Mural Project	1500	Lauren	?	COMPLETE.	ACA	Not paid
2016-12 Arl. Historl. Soc. Connecting Threads Exhibitn	1375	Taylor	June	Complete?	Arlington Historical Society	Not paid
2016-18 Dallin Museum New Printed Interpretive	600	Lauren	June 30	Asked for extension. LT said new proposal not eligible until old completed. Lauren to follow up.	Cyrus Dallin Museum	Not paid
2016-19 S. Rogovan/Creek River Stringband: Perfs. at OSM and Dallin Museum	300	Timperi	Jul & Sep	COMPLETE. (Third Year)	OSM and Dallin Museum	Paid
2016-20 P. Powell Memoir Writing/Rea	600	Sheri	June	COMPLETE.	?	Paid

ding						
2016-21 Old Schwamb Mill Spring Open House, Music by the Undertones	375	Boudreau	April 2	COMPLETE.	Old Schwamb Mill	Paid
2016-22 Powers Music School Musical Storytelling Program	250	Taylor	April 2	COMPLETE.	?	Paid
2016-24 The Marble Collection Teen Publication	200	Blum	January through May	COMPLETE.	?	Paid

V. NEW BUSINESS

1. 2017 Grant Application DELIBERATION MEETING(S) – December 12, 6-10pm, TH Annex, 1st Floor Conference Room
Backup date (should deliberations not be completed on 12/12): Sun., Dec. 18, 1:30-5:30p
SHARP!, Jefferson Cutter House Gallery -- Lisbet
2. Discuss Procedures were discussed for efficiently voting on proposals. **Jeff T.** presented on the point system document. Every member of the ACC is expected to read all proposals prior to the meeting, fill out the score sheet, and be fully prepared for the grant deliberations.
3. Amend ACC guidelines Article III, Sections B to add new subsection 5 and duties of the Publicity Officer position: **Lisbet**
The Publicity Officer shall be responsible for:
 - a. Uniform branding of all ACC materials, including for publicity and communications;
 - b. Writing and disseminating press releases, announcements and grantee dates of events with links to their websites;
 - c. Facebook and Wordpress account maintenance and timely postings;
 - d. Establishing, maintaining and posting to an ACC Mailchimp account to be used for all largescale mailings;
 - e. Maintaining publicity photos and materials of all grantees; and

f. Establishing and maintaining an historical record of all grants made, to whom, when and for how much.

g. Publish quarterly/monthly newsletter?

This position shall be voted upon by members of the Arlington Cultural Council.

We were not able to vote on this, since we did not have a quorum.

5. Discussion and vote re deferring the nomination of a Co-Chair until January 2017 meeting.

6. Discussion and election of members for vacant positions of Recording Secretary; Publicity Officer.

Vacant positions:

- [a. **Co-Chair** caused by resignation of Merli Guerra, effective Sep. 24, 2016]
- b. **Recording Secretary** caused by resignation of Suzi Lubar, effective Sep. 24, 2016
- c. **Publicity Officer** created by adoption of ACC Guidelines

A second November meeting of ACC on November 22nd was scheduled to vote on open positions and potential new members. It will last ½ hour from 7:30-8pm.

7. MCC Account Information Report due to MCC October 15 was completed by Jeff T. The Arlington Cultural Council has \$13,081 to distribute to grants and have for admin budget.

8. Possibility of ACC-originated project for 2017 grant cycle – Lisbet

Proposals must be presented during ACC's voting meeting and evaluated alongside other grant applications (per MCC instructions) -- Lisbet

Lisbet thinks the ACC should wait until next year. Jeff B. thinks we should save 10% of our funds this year for an ACC project. Ideas would need to be submitted in writing in full for consideration at the grant deliberations meeting on December 12, 6-10pm.

9. Review, discussion and vote on adoption of 4 new responsibilities for

Recording Secretary (RS) to:

- a. Gather written reports by Officers, Liaisons and any Special Committee Chairs to be submitted to RS 5-6 business days prior to regular meetings;
- b. Forward reports to Council members with draft agenda 3-4 business days prior to regular meeting.
- c. Then send all to Co-Chairs to finalize Agenda
 - That then is required to be sent to ACC members, 1-2 days prior to Board meeting
 - And submitted to Fran Reidy for posting on the Arlington Town website.
- d. Have Recording Secretary insure that all new and re-appointed members have:
 - Been sworn in by Town Clerk
 - Completed basic MCC training
 - Complied with all trainings required by Town of Arlington Board of Selectmen.

- e. Discuss internal record keeping; audit procedures to insure all new and re-appointed members have fulfilled their obligations.

TABLED UNTIL NOVEMBER 22 meeting.

[10. DropBox file structure reorganization, defer to 2017.]

[[Report on Conversation with Patsy Kraemer, food in the Lyons Hearing Room at the annual grantee recognition reception. – Defer to 2017.]]

We will possibly find another venue for the annual grantee recognition reception.

10. Event Alerts

- Meeting on November 22nd, 7:30-8pm. Jeff B. will reserve space, hopefully ATH Annex, Conference Room #1. Lisbet will inform all of the final location.
- January 26 - MCC Meeting